



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of October 27, 2014

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Accountant I – Exam #21583 / Salary \$22.49 up to \$30.95 hourly

Currently, there are two (2) full-time, non-exempt vacancies to be filled in the City's Finance Department. Perform professional level accounting work in assisting in fulfilling accounting and financial reporting responsibilities, primarily the internal service funds.

REQUIREMENTS: **Education:** Bachelor's Degree with a Major in Accounting, Business Administration, Finance or a closely related field with no experience or an Associate Degree and two years of professional level public sector accounting experience. **Experience:** Two years of professional level accounting experience which included preparation of financial statements and general ledger accounting. **Equivalency:** An equivalent combination of education and experience closely related to the duties of the position MAY be considered. **Applications accepted through Friday, October 31, 2014.**

Accountant II (Supervisory) – Exam #21580 / Annual Salary \$61,387 up to \$77,822

The City of Minneapolis has one (1) Accountant II – Supervisory position available. The position is located in our Controller Division of the Finance and Property Services Department. **POSITION INFORMATION:** Responsible for all aspects of the accounting function, including, budget assembly and analysis, assisting with financial and business plan development and analysis, closing fiscal month/year-end accounting records, preparing financial statements and reports, and internal audit functions. **REQUIREMENTS:** **EDUCATION:** Bachelor's Degree with the major in Accounting, Business Administration, Finance, a closely related field or equivalent. **EXPERIENCE:** Two years professional level accounting experience, which has included preparing financial statements and reports, developing and monitoring budgets, monitoring grant expenditures and reimbursements, general ledger, cost, or fund accounting. **EQUIVALENCY:** An equivalent combination of related education/experience may be considered. **Applications accepted through Thursday, October 31, 2014.**

Account Clerk II – Exam #21586 / Salary \$17.54 - \$24.31 hourly

There is currently one (1) non-exempt vacancy to be filled in the Finance Department. Position responsibilities include but are not limited to: analyze extensive data, ensuring accuracy, prepare records that deal with complex payrolls, accounting and/or bookkeeping procedures. The eligible list being established by this exam may also be utilized in filling upcoming vacancies in other divisions/departments. **REQUIREMENTS (Education and Experience):** **Experience:** Three (3) years of basic accounting or bookkeeping experience. **Education:** High School Diploma or equivalent. **Equivalency:** An equivalent combination of related education & experience may be considered. **Applications accepted through Tuesday, November 4, 2014.**

Administrative Analyst II – Exam #21579 / Annual Salary \$49,776 up to \$68,825

There is currently one (1) full-time, exempt position to be filled in the Development Services division of Community Planning & Economic Development. **Qualifications:** **Required Education:** Bachelor's Degree in Public Administration, Business Administration, Computer Science or equivalent. **Required Experience:** Three years performing duties closely related to those listed above. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, November 7th, 2014.**

The City of Minneapolis is an Equal Opportunity Employer

PUBLIC WORKS SERVICE WORKER I AND SERVICE WORKER I TRAINEE – Exam #21563

Applications are now being accepted **online only** for Public Works Service Worker I and Service Worker I Trainee **through October 31, 2014**. Position will perform manual labor and drive trucks and light construction equipment to support Public Works Department construction and maintenance activities. All applicants must be at least 18 years of age by October 31, 2014 and possess a High School Diploma, GED or equivalent. To read the full job announcement and complete the online application, click on “View Job Postings and Apply Online” on the following link; http://www.minneapolismn.gov/jobs/jobs_index.

HR Senior Associate – #21582/Salary \$21.80–27.64 hourly

Assist professional staff by performing diverse and complex tasks in the delivery of a variety of technology-related services or programs to City operating departments, serves as the primary contact for all HRTS related questions from employees, retirees, dependents, vendors and the general public. **Qualifications:** **Education:** High School Diploma. Post-secondary education is preferred. **Experience:** Three (3) years of senior-level administrative experience. **Desired Experience:** Two (2) years of experience in a unionized environment working with database applications, processing benefits events, test script writing, testing, query writing and troubleshooting. **Equivalency:** An equivalent combination of related education/experience may be considered. To view the full job announcement and complete the online application click on the following link: http://www.minneapolismn.gov/jobs/jobs_index then “View Job Postings and Apply Online” **Applications accepted through October 29th, 2014**

Senior Internal Auditor – Exam #21584 / Annual Salary \$62,556 up to \$80,251

There is currently one (1) full-time, exempt vacancy to be filled in the Internal Audit Department. Schedule flexibility required. If needed, incumbent may work additional hours (approximately 10%, during some weekdays and/or weekends) to meet the needs of the job, accommodate clients, or meet deadlines. **Primary Responsibilities:** Lead and perform operational, compliance, financial, and/or system audits for City of Minneapolis Departments, Boards and Commissions. **REQUIREMENTS:** **Education:** Bachelor’s Degree in Accounting, Finance, or a closely related field or equivalent. **Experience:** Five (5) years of internal or external audit experience, performing the full scope of duties of an auditor. **Certifications:** Must currently hold, and continue to hold, “in good standing” certification status as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Government Auditing Professional (CGAP). **Applications accepted through Monday, November 3, 2014.**

Water Network Analyst – #21568 / Annual Salary \$60,188 up to \$82,586

This position is responsible for the management of the SCADA and Security network infrastructure for Water systems. **Qualifications:** **Education:** Technical Degree in Computer Science, Current CISCO or Microsoft Certification (CCNA/E, MCSE) or equivalent; Four year degree preferred. **Experience:** Four years of experience performing related duties, including experience in the design and maintenance of structured data network infrastructure. **Equivalency:** An equivalent combination of related education/experience may be considered. **Applications accepted through November 7, 2014.**

CITY EMPLOYEES ONLY

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.

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